

Western University  
Department of Political Science  
**Public Administration and Policy**  
Political Science 2246E 001  
2019-20

Thursdays 2:30-5:30 pm  
Spencer Engineering Building, 2202

Instructor: Dr. Joseph Lyons  
Office: SSC 4162  
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### **Course Information**

**Course Description:** This course explores many of the inner workings of government. Students will be introduced to selected research and issues in public administration and public policy in the context of Canada's federal system. Topics include the politics-administration dichotomy, intergovernmental relations, representative bureaucracy, the policy process, and citizen engagement, among others.

**Learning Outcomes:** By the end of this course, students will have developed a good understanding of the basic theories and concepts in public administration and public policy and be able to apply them to the Canadian context. They will be equipped with tools to help make them informed observers of government.

**Course Organization:** The course is divided into a Public Administration section (September to January) and a Public Policy section (February to April). Weekly meetings occur on Thursdays at 2:30pm. Classes will consist of a combination of lectures, case studies, and class discussions.

### **Tutorials**

Tutorials begin on October 17<sup>th</sup>. They will be organized around the case studies, case activities, and discussion questions from the Spicer, Lyons, and Graham custom e-book (details below). Tutorials will be worth 20 percent of the final grade. The tutorial grade will consist of two components: *Attendance and Participation* and the submission of a *Case Studies Journal*. Students are required to submit an electronic copy of their *Case Studies Journal* to Turnitin.com through the course's OWL site. More specific instructions will be provided during the first tutorial session. Tutorial attendance is mandatory and will be monitored.

### **Tests**

In-class tests will be held on **October 24, 2019** and **January 23, 2020**. There will also be a final exam, held during the April examination period. Tests will consist of multiple choice and short-

and/or long-answer questions, for which there will be some choice. Tests will be non-cumulative, but general knowledge of material covered beforehand will be assumed.

### Essay

Students must write and submit a research essay of approximately 2500 words. A list of approved essay topics will be distributed in late September. Students may also develop their own topic in consultation with the course instructor. The essay will be worth 15 percent of the course grade and is due at the beginning of class on **December 5, 2019**. Students are required to submit a hard copy to the instructor and an electronic copy to Turnitin.com through the course's OWL site.

### Policy Brief

Students must write and submit a policy brief of approximately 2500 words. The policy brief will be worth 15 percent of the final grade and is due at the beginning of class on **March 12, 2020**. Students are required to submit a hard copy to the instructor and an electronic copy to Turnitin.com through the course's OWL site. More information will be provided early in the second term.

### Evaluation

1. First Test:	15%	October 24, 2019
2. Essay:	15%	Due December 5, 2019 by 2:30pm
3. Second Test:	15%	January 23, 2020
4. Policy Brief:	15%	Due March 12, 2020 by 2:30 pm
5. Tutorials:		
a. <i>Attendance and Participation</i>	10%	Continuous
b. <i>Case Studies Journal</i>	10%	Due March 19, 2020 by 5:30 pm
6. Final Exam:	20%	As scheduled by the Registrar
		<hr/>
		100%

**Note:** Overdue submissions will be penalized by 2 percent per day, weekends included. No assignment will be graded if it is submitted more than two weeks late. Extensions will only be granted in accordance with University policy.

### **Readings and Materials**

The following textbooks are required.

*POL 2246E: Public Administration and Policy Custom Course Book, M11901* (available for purchase from the Book Store).

Spicer, Zachary, Joseph Lyons, and Kate Graham. 2019. *Local Government in Practice: Cases in Governance, Planning and Policy, POL 2246E Custom Edition*. Toronto: Emond, [www.emond.ca/lgp2246E](http://www.emond.ca/lgp2246E) (available for purchase in late September).

All other assigned readings will be available through Western Libraries or the course's OWL site. Assigned reading should be done **BEFORE** the class in which it is to be discussed.

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## Course Schedule and Required Readings

Sept. 5	<b>Introduction and Overview</b>
Sept. 12	<b>What is Public Administration?</b>
Readings:	Inwood, Gregory. 2012. <i>Understanding Canadian Public Administration: An Introduction to Theory and Practice</i> , 4 <sup>th</sup> ed. Toronto: Pearson, pp. 1-25. Henderson, Keith. "Parallel Universes: Canadian and U.S. Public Administration Study." <i>Canadian Public Administration</i> 52 (2): 271-290.
Sept. 19	<b>Bureaucracy I: Foundational Theories and Early Practice</b>
Readings:	Barker, Paul and Tim Mau. 2017. <i>Public Administration in Canada</i> , 2 <sup>nd</sup> ed. Toronto: Nelson, pp. 29-64.
Sept. 26	<b>Bureaucracy II: Contemporary Theories and Practice</b>
Readings:	Johnson, David. 2017. <i>Thinking Government: Public Administration and Politics in Canada</i> , 4 <sup>th</sup> ed. Toronto: University of Toronto Press, pp. 295-329. Denhardt, Robert and Janet Denhardt. 2000. The New Public Service: Steering Rather than Rowing. <i>Public Administration Review</i> 60 (6): 549-59.
Oct. 3	<b>The Executive and the Bureaucracy</b>
Readings:	Johnson, David. 2017. <i>Thinking Government: Public Administration and Politics in Canada</i> , 4 <sup>th</sup> ed. Toronto: University of Toronto Press, pp. 73-121.
Oct. 10	<b>The Legislature, the Judiciary, and the Bureaucracy</b>
Readings:	Thomas, Paul. 2018. "Parliament and the Public Service." In Christopher Dunn, ed. <i>The Handbook of Canadian Public Administration</i> , 3 <sup>rd</sup> ed, pp. 142-165. Toronto: Oxford University Press. Barr, Carl and Ian Greene. 2018. "Judicial Administration." In Christopher Dunn, ed. <i>The Handbook of Canadian Public Administration</i> , 3 <sup>rd</sup> ed, pp. 166-180. Toronto: Oxford University Press.
Oct. 17	<b>Federalism</b>
Readings:	Richard Simeon, Ian Robinson and Jennifer Wallner. 2014. "The Dynamics of Canadian Federalism." In James Bickerton and Alain-G. Gagnon, eds. <i>Canadian Politics</i> , 6th ed. Toronto: University of Toronto Press, pp. 65-92. Spicer et al., "Part I Introduction" and "Applying for an Intergovernmental Grant."
Oct. 24	<b>*First Test*</b>

Oct. 31	<b>Public Finance</b>
Readings:	Johnson, David. 2017. <i>Thinking Government: Public Administration and Politics in Canada</i> , 4 <sup>th</sup> ed. Toronto: University of Toronto Press, 201-239. Spicer et al., "Balancing the Budget."
Nov. 7	<b>Fall Reading Week</b>
Nov. 14	<b>Alternative Service Delivery</b>
Readings:	Barker, Paul and Tim Mau. 2017. <i>Public Administration in Canada</i> , 2 <sup>nd</sup> ed. Toronto: Nelson, pp. 115-159. Spicer et al., "Debating Privatization."
Nov. 21	<b>Issues in Public Administration I: Accountability and Public Service Motivation</b>
Readings:	Inwood, Gregory. 2012. <i>Understanding Canadian Public Administration: An Introduction to Theory and Practice</i> , 4 <sup>th</sup> ed. Toronto: Pearson, pp. 363-395. Perry, James and Lois Wise. 1990. "The Motivational Bases of Public Service." <i>Public Administration Review</i> 50 (3): 367-373.
Nov. 28	<b>Issues in Public Administration II: Ethical Dilemmas</b>
Readings:	Inwood, Gregory. 2012. <i>Understanding Canadian Public Administration: An Introduction to Theory and Practice</i> , 4 <sup>th</sup> ed. Toronto: Pearson, pp. 338-362. Schwartz, Robert. 2013. Public Service Morals and Ethics: Thin and Thick Dilemmas in Routine and Critical Situations. In H. George Frederickson and Richard Ghere, eds. <i>Ethics in Public Management</i> , 2 <sup>nd</sup> edition. Armonk, NY: M.E. Sharpe, Inc. Spicer et al., "Blowing the Whistle."
Dec. 5	<b>Public Sector Management I: Senior Leadership</b>
	<b>*Essay Due*</b>
Readings:	Bourgault, Jacques. 2018. The Role of Deputy Ministers in Canadian Government. In Christopher Dunn, ed. <i>The Handbook of Canadian Public Administration</i> , 3 <sup>rd</sup> ed, pp. 195-214. Toronto: Oxford University Press Siegel, David. 2010. The Leadership Role of the Municipal Chief Administrative Officer. <i>Canadian Public Administration</i> 53 (2): 139-61. Spicer et al., "Hiring a CAO."

**\*Mid-Year Exam Period and Holidays\***

Jan. 9	<b>Organizing Session for Public Policy Section</b>
Jan. 16	<b>Public Sector Management II: Street-Level Bureaucrats and Representative Bureaucracy</b>
Readings:	Lipsky, Michael. 1980. <i>Street Level Bureaucracy: Dilemmas of the Individual in</i>

*Public Services*. New York: Russell Sage Foundation, pp. 3-12.  
Barker, Paul and Tim Mau. 2017. *Public Administration in Canada*, 2<sup>nd</sup> ed.  
Toronto: Nelson, pp. 275-295.

Jan. 23      **\*Second Test\***

A detailed schedule for the Public Policy section will be distributed in January.

## **APPENDIX TO UNDERGRADUATE COURSE OUTLINES**

### **DEPARTMENT OF POLITICAL SCIENCE**

#### **Prerequisite checking - the student's responsibility**

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

#### **Essay course requirements**

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

#### **Use of Personal Response Systems ("Clickers")**

"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning.

Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

#### **Security and Confidentiality of Student Work** (refer to current *Western Academic Calendar*

<http://www.westerncalendar.uwo.ca/>

**"Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

#### **Duplication of work**

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

#### **Grade adjustments**

In order to ensure that comparable standards are applied in political science courses, the Department may require instructors to adjust final marks to conform to Departmental guidelines.

#### **Academic Offences**

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

### **Submission of Course Requirements**

ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS MUST BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.

**THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.**

### **Attendance Regulations for Examinations**

EXAMINATIONS/ATTENDANCE (Sen. Min. Feb.4/49, May 23/58, S.94, S.3538, S.3632, S.04-097) A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations: 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year. 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

### **Medical Policy, Late Assignments, etc.**

Students registered in Social Science should refer to

[https://counselling.ssc.uwo.ca/procedures/medical\\_accommodation.html](https://counselling.ssc.uwo.ca/procedures/medical_accommodation.html) for information on Medical Policy, Term Tests, Final Examinations, Late Assignments, Short Absences, Extended Absences, Documentation and other Academic Concerns. Non-Social Science students should refer to their home faculty's academic counselling office.

### **University Policy on Cheating and Academic Misconduct**

**Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence." (see Scholastic Offence Policy in the Western Academic Calendar).

**Plagiarism Checking:** "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

**Multiple-choice tests/exams:** "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. [https://www.uwo.ca/univsec/academic\\_policies/index.html](https://www.uwo.ca/univsec/academic_policies/index.html)

## **PLAGIARISM\***

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

### **A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.**

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

### **B. In adopting other writers' ideas, you must acknowledge that they are theirs.**

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

\*Reprinted by permission of the Department of History

Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History August 13, 1991



**Accessibility at Western:** Please contact [poliscie@uwo.ca](mailto:poliscie@uwo.ca) if you require any information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

## SUPPORT SERVICES

- The Registrar's office can be accessed for Student Support Services at [www.registrar.uwo.ca](http://www.registrar.uwo.ca)
- Student Support Services (including the services provided by the USC listed here) can be reached at: <https://westernusc.ca/your-services/>
- Student Development Services can be reached at: <http://sdc.uwo.ca/>
- Students who are in emotional/mental distress should refer to Mental Health@Western <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

## Procedures for Requesting Academic Consideration

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

Submitting a Self-Reported Absence form provided that the conditions for submission are met;

- For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are **not** an appropriate basis for a self-reported absence;
- must communicate with their instructors **no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

Academic consideration **is not** normally intended for students who require academic accommodation based on an ongoing physical or mental illness (recurring or chronic) or an existing disability. These students are expected to seek and arrange reasonable accommodations with Student Accessibility Services (SAS) as soon as possible in accordance with the Policy on Academic

Accommodation for Students with Disability.

Students who experience high levels of stress related to academic performance (including completing assignments, taking part in presentations, or writing tests or examinations). These students should access support through Student Health and Wellness and Learning Skills Services in order to deal with this stress in a proactive and constructive manner.

## Requests for Academic Consideration Using the Self-Reported Absence Form

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the **online Self-Reported Absence portal**. This option should be used in situations where the student expects to resume academic responsibilities **within 48 hours or less**.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

Students will be allowed:

- a maximum of two self-reported absences between September and April;
- a maximum of one self-reported absence between May and August.

Any absences in excess of the number designated above, regardless of duration, will require students to present a Student Medical Certificate (SMC) no later than two business days after the date specified for resuming responsibilities.

- The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- Self-reported absences **will not be** allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period;
- Self-reporting **may not be** used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- students must be in touch with their instructors **no later than 24 hours** after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.

### Request for Academic Consideration for a Medical Absence

Students seeking academic consideration for a medical absence not covered by existing Student Accessibility Services (SAS) accommodation, will be required to provide documentation in person to Academic Counselling in their Faculty of registration in the form of a completed, signed Student Medical Certificate (SMC) where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.

### Request for Academic Consideration for a Non-Medical Absence

Students seeking academic consideration for a non-medical absence will be required to provide appropriate documentation to Academic Counselling in their Faculty of registration where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.